



## Job Description

**TITLE: Animal Care Attendant**

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Apply for this opening by clicking here: [Job Application Link](#)

**FLSA:** Non-Exempt (hourly)

**REVISED:** January 2017

**REPORTS TO:** Animal Care Supervisor

**SUPERVISES:** None

### Position Summary:

Responsible for the general care and maintenance of shelter animals. This encompasses providing necessary services for humane feeding, watering, and caring for animals on site, as well as performing related work in maintaining and operating the kennels in a clean and efficient manner.

### Essential Duties and Responsibilities:

- Prepares food, feed and provide water to the animals.
- Continuously observes all assigned areas to provide clean water throughout the work shift.
- Washes and disinfects animal food and water bowls.
- Thoroughly cleans inside and outside of all assigned kennels, cages, walls, floors and other surfaces daily, and at additional times when soiled.
- Continually observes all assigned kennels, cages and surrounding areas, including common areas and hallways where animals are moved, to dispose of animal waste, with follow up cleaning as necessary.
- Keeps all cat litter pans clean in assigned areas throughout the work shift.
- Maintains a neat and orderly appearance of all assigned kennel areas.
- Washes and disinfects cat carriers as assigned.
- Delivers animals to other departments as assigned.
- Continually monitors animals housed in assigned areas and reports any signs of illness, injury and behavior problems.
- Cleans outside of assigned areas as directed.
- Moves and stocks food, supplies and materials, and transfers donated food, supplies and materials when directed.
- Assures kennel cards are displayed prominently on the kennels and cages, and that animals removed from cages and kennels are returned to the proper location.
- Transports/transfers animals between locations and assists with the setup and/or tear down of special events.
- Maintains up-to-date animal inventory.
- May have direct interaction with customers, and must always present him/herself in a professional manner consistent with the guiding principles and values of The Animal Foundation. Maintains a professional appearance at all times.
- Provides information and assistance to internal and external customers as required.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.



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### **Education and Experience Requirements:**

Equivalent to a High School diploma.

### **License & Certification Requirements:**

Some positions may require incumbent to be at least 21 years of age, and possess and maintain a valid Class C Nevada Driver License. For these positions, incumbents under age 25 must possess and maintain a clean driving record, and be licensed for at least three years prior. Those over age 25 must possess and maintain a safe driving record that will allow for acceptable insurance risk to the Foundation.

### **Required Knowledge and Skills:**

Knowledge of:

- Basic tools and equipment.
- Techniques for dealing effectively with co-workers, volunteers, and the public, in person and over the telephone.
- Correct conversational English, including spelling, grammar and punctuation.

Skill in:

- Mathematics to count and total numbers.
- Dealing tactfully and effectively with staff, volunteers and the general public.
- The ability to follow Standard Operating Procedures.(SOP's)
- Communicating effectively in oral and written forms.
- Working without close supervision in standard work situations.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.

### **Working Conditions and Physical Effort:**

Physical ability, stamina and mobility to stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch and crawl, in some cases for an extended period of time. Strength to lift and/or move materials weighing up to 25 pounds frequently, and 50 pounds occasionally. Vision to read printed materials. Hearing and speech to communicate in person or over the telephone or radio. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Job incumbent is continuously exposed to animals, animal waste, potentially harming cleaning chemicals, high noise and potentially hazardous conditions, including the risk of animal bites and regular work outdoors for extended periods of time while exposed to cold, rain, and extremely hot temperatures.

All employees work in a culture of continuous improvement and are expected to support our mission. Employees must be able to clearly articulate our goals, actively participate in outstanding customer service, and accept responsibility for maintaining our culture of philanthropy.

***This job description is intended to describe the general nature and level of work expected of this position. This description is not intended to be construed as an exhaustive listing or description***



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*of all responsibilities, duties and skills required of incumbents in the job.*

I have read and understand the above to be a general description of the duties, physical demands and occupational exposures of the position for which I am being hired.